



Wichita Police Department Policy Manual

Approved by: _____

Policy 213 – Off-Duty Work

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Maintained by: Field Services

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DEFINITIONS

- 213.01 *Off-duty work:* when a commissioned WPD officer is hired by a private vendor to provide law enforcement related services for pay. In this status the officer is allowed to wear a WPD uniform and equipment authorized by the Chief of Police. An Electronic Off-Duty Job Request [WPD form 321-023] needs to be filled out regarding all of these types of job requests.
- Special Event/Parade work:* when a commissioned WPD employee is paid approved City of Wichita overtime to provide security, traffic direction, etc. at an event that has received a parade-licensing permit or special event approval from the City of Wichita. The Electronic Off-Duty Job Request does not need to be filled out in these cases.
- 213.02 No commissioned officer of the Wichita Police Department shall perform any law enforcement-related, off-duty work until after he/she has successfully completed recruit academy training and Field Training Program.
- 213.03 Any officer desiring to work an off-duty job, paid or non-paid, that is either directly or indirectly related to any law enforcement function shall obtain approval, via the Electronic Off-Duty Job Request, from the appropriate Field Bureau Commander prior to accepting the off-duty employment.
- 213.04 Any officer working an off-duty job, paid or non-paid, that is either directly or indirectly related to any law enforcement function, shall call Emergency Communications to report such work (employment). The officer will report to Emergency Communications at the beginning of the employment, the location of the employment, and whether or not a police radio is available for use by the officer. Officers will use their identification number to report such employment. Officers will also call Emergency Communications when the employment is finished.
- 213.05 No commissioned officer of the Wichita Police Department shall perform any law enforcement-related off-duty work while on light-duty status, during a suspension, or on personal sick leave from the Department.
- 213.06 No commissioned officer of the Wichita Police Department assigned to the Special Investigations Bureau Undercover section shall perform any law enforcement-related off-duty work.
- 213.07 When a vendor desires to hire an officer for off-duty work, he/she shall be referred to the appropriate Bureau personnel (where the off-duty work is to be performed), who shall fill out the Electronic Off-Duty Job Request form and submit it to the Bureau Commander or above for approval. Once approved, the request will appear on the Off-Duty Job Calendar on the Secure Portal under Field Services and officers may sign up for it on a first-come, first-served basis. In the event that the off-duty job opportunity requests 10 or more positions, these positions will be advertised via the police Interwatch.
- 213.08 An officer employed off-duty in any capacity relating to his/her status as a commissioned Wichita Police Officer shall assume full responsibility for all cases he/she initiates during the course of such employment including all reports, forms, and case-cutting procedures necessary for cases.
- 213.09 When it is not appropriate to have an owner retain possession of physical evidence, on-duty officers shall submit evidence obtained in cases initiated by off-duty officers. Prior to leaving the scene, the on-duty officer shall ensure that the following have taken place:
- A. All necessary paperwork is completed by the off-duty officer;
 - B. All evidence is properly marked and includes the initials of both the on-duty and the off-duty officers;
 - C. Proper notation is made in the case to protect the chain-of-evidence; i.e., the transporting officer's name must appear in the Incident Report, and must be given to the Case Desk as a witness when the case is cut.
- 213.10 When dispatched to assist an officer who is working off-duty, on-duty officers shall transport adult prisoners to the Adult Detention Facility, or juvenile prisoners to the Juvenile Intake Assessment Center or Juvenile Detention Facility, for the off-duty officer. The off-duty officer need not accompany the on-duty officer if all paperwork necessary to complete the booking procedure is completed prior to the transporting officer leaving the scene.
- 213.11 When it is necessary to contact a supervisor for authorization to book a suspect, such permission shall be obtained by phone prior to the on-duty officer transporting the prisoner.
- 213.12 If a case is initiated by a civilian employee of the same business that is also employing an off-duty officer, the off-duty officer will be responsible for the case.
- 213.13 Law Enforcement officers who are not Wichita Police or Sedgwick County Sheriff carry no police powers while working off-duty jobs in the City of Wichita.

- 213.14 Officers performing off-duty work shall adhere to all Departmental Policies and Regulations, with particular attention given to Regulations governing off-duty work [Regulation 3.17].
- 213.15 Officers who sign up to work off-duty jobs will be held to the same standards as during normal work. This includes arriving to the off-duty assignment on time with all equipment and displaying a professional demeanor. Violations of WPD regulations while officers work in off-duty status will be enforced. In the event an officer cannot work the off-duty job that he/she signed up for, it is his/her responsibility to find a replacement. Violations of WPD regulations or repeated failure to report to off-duty jobs will be just cause to deny officers the ability to work future off-duty jobs.
- 213.16 Officers who are injured while conducting a police related activity while working off-duty shall contact an on-duty supervisor. The on-duty supervisor shall fill out the proper worker's compensation form and submit through channels. The officer's immediate chain-of-command shall be notified regarding the officer's injury.
- 213.17 Only the standard issue uniform may be worn for off-duty work unless exempted by a Bureau Commander.

Off-Duty Work on Property Where Alcohol or Cereal Malt Beverages is sold and/or Served

- 213.18 Officers are not allowed to work inside nightclub establishments where Alcohol or CMB is being served or sold. (For this policy only alcohol includes Cereal Malt Beverages CMB).
- 213.19 Officer's may be allowed to work on exterior property or grounds where Alcohol is being sold or served if the following conditions are met:
- A. The owner of the property is the hiring agent for the off-duty officers. In the event the property owner and club owner/licensee are the same person, the request for off-duty employment must be reviewed and approved by a Division Commander or the Chief of Police.
 - B. The Bureau Commander has reviewed the request and approved it based upon need for off-duty officers (For the purposes of establishing need, crime statistics, neighborhood complaints or other valid data may be used). The Special Investigations Bureau -Vice Section should be contacted to determine if any criminal activity or ongoing investigations relating to the property owners or business management exists that could make a business relationship between WPD officers and the business inappropriate.
 - C. At any point that the Bureau Commander or his or her designee feels that the off-duty work is no longer necessary or is no longer compatible with the Departments mission, the job may be terminated after communication with the owner of the property.
- 213.20 Officers working off-duty at nightclub property where alcohol is served or sold will have a portable radio with them and be logged on with the proper dispatcher.
- 213.21 Officers who witness incidents of a police nature at an off-duty property will intervene as necessary until on-duty officers arrive on scene. If the case was self-initiated by off-duty personnel then they are responsible for paperwork related issues as state in 213.08. If the call was dispatched and off-duty is responding due to proximity then the paperwork will be completed by on-duty personnel.
- 213.22 Off-duty officers may not work on any property owned by a person that has had or currently has any license violation in the past five years for any morals, vice or liquor-law violation.